

MAP YOUR NEIGHBORHOOD- MYN POLICY

City of Manhattan Beach



Document Information

Program Name: Map Your Neighborhood (MYN)

Prepared by: Manhattan Beach Neighborhood Watch (MBNW), Manhattan Beach Community Emergency Response Team Association (MBCERTA), Manhattan Beach Fire Department (MBFD)

Executive Summary

The Map Your Neighborhood (MYN) program, launched in 2008, is a cooperative initiative between MBNW, MBCERTA, and MBFD. This is a disaster preparedness and response program for you and your immediate neighbors. It prepares residents to take immediate and effective action after a major disaster.

In a single neighborhood meeting, residents learn the nine essential steps for disaster response, including, but not limited to:

- 1) Safeguarding homes and neighbors
- 2) Preventing small issues from escalating
- 3) Reporting neighborhood status to MBCERTA collection points for coordinated emergency response, even when the 911 system is unavailable.

Program Objectives

- 1) Strengthen disaster readiness and resilience across neighborhoods
- 2) Train residents to share useful skills, tools, and equipment during emergencies
- 3) Develop neighborhood maps identifying utility shutoff points and households with special needs
- 4) Build community engagement and pride through collective preparedness

Scope of Policy

- 1) Communication & Coordination
 - a) Establish a Steering Committee (4–10 members) with representation from MBNW, MBCERTA, MBFD, and community members
 - b) Hold monthly Steering Committee meetings
 - c) Conduct MYN outreach at community and citywide events
 - d) Recruit trainers and hosts through MBNW, MBCERTA, and outreach efforts
 - e) Track and report participation and training metrics
- 2) Training and Supporting Activity
 - a) Training the MYN trainers takes place in-home for the MYN block Captain.
 - b) Recruit MYN trainers (usually from current Neighborhood Watch block captains/volunteers and CERT volunteers).

- c) Outreach is conducted to Neighborhood Watch Block Captains to schedule and host in-home MYN trainings for their blocks.
- d) All online inquiries for MYN come through the CERT website, and then CERT forwards these inquiries to the appropriate MYN committee member.
- e) Recruit and certify MYN trainers under the Master Trainer using the nine-step process
- f) Provide trainers with standardized materials
- g) Ensure all participants receive the official MYN booklet
- 3) Resources & Support
 - a) MBFD Liaison will:
 - i) Reserve facilities for meetings/trainings
 - ii) Prepare agendas and track action items
 - iii) Manage photocopying and booklet printing (budget Items)
 - iv) Act as a communication bridge between Steering Committee and MBFD leadership
 - b) Chain of Command: The Liaison is a Disaster Service Worker (DSW) and reports to the MBFD Chief or designee
 - c) Inquiries: MBCERTA will manage inquiries via website/email and route them to the Steering Committee
 - d) Recordkeeping: Steering Committee maintains an up-to-date trainer and participant registry

Roles & Responsibilities

- 1) Manhattan Beach Neighborhood Watch (MBNW)
 - a) Assign one representative to the Steering Committee
 - b) Recruit trainers through volunteers
 - c) Encourage block captains to host MYN trainings
 - d) Promote MYN at outreach events
- 2) Manhattan Beach Community Emergency Response Team Association (MBCERTA)
 - a) Manage incoming inquiries and forward them appropriately
 - b) Assign one representative to the Steering Committee
 - c) Recruit trainers from MBCERTA volunteers
 - d) Promote MYN at outreach events
 - e) Provide situational awareness updates to the City's Emergency Operations Center during disasters
- 3) Manhattan Beach Fire Department (MBFD)
 - a) Assign and support an MYN Liaison
 - b) Provide logistical support for facilities, agendas, and training materials
 - c) Serve as the lead oversight agency
- 4) Community Leaders
 - a) Encourage participation and promote MYN at the neighborhood level

Expected Outcomes

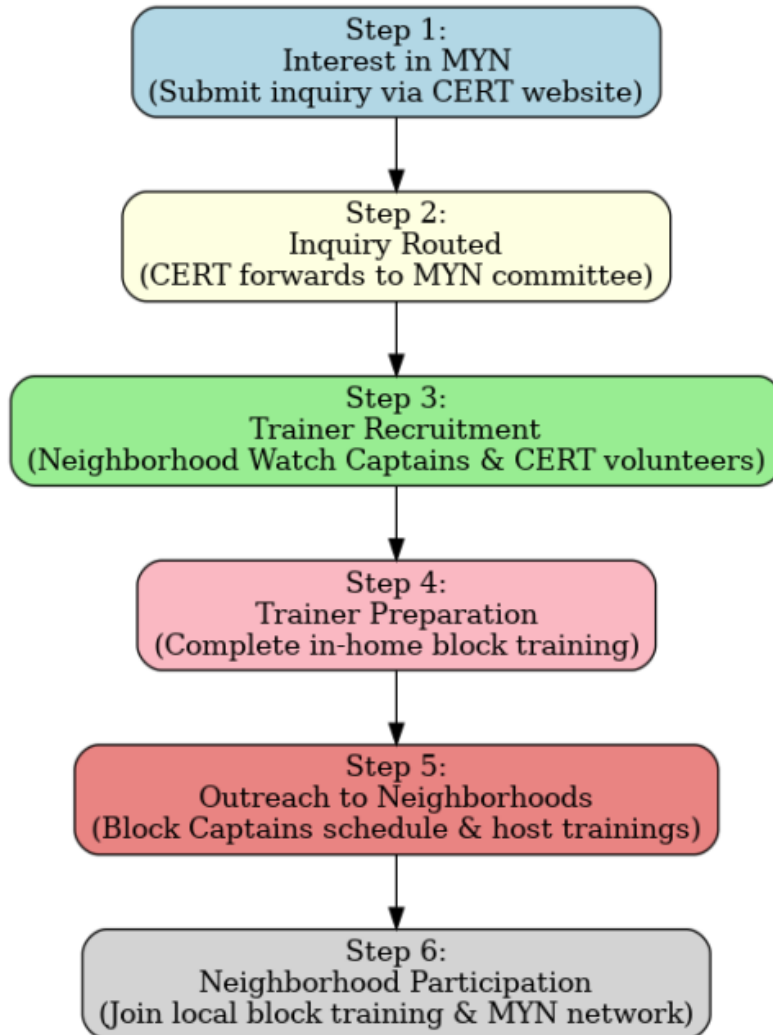
- 1) Increased neighborhood disaster resilience
- 2) Expanded resident engagement and preparedness
- 3) Standardized and consistent MYN training across neighborhoods
- 4) Improved situational awareness during disasters
- 5) Performance:
 - a) In July 2025, approximately 30 community members were trained on MYN at in-home presentations
 - b) Updating the MYN trainer and participant registry annually

Conclusion

This policy establishes a structured framework for the Map Your Neighborhood program, ensuring collaboration between MBNW, MBCERTA, and MBFD. It strengthens community preparedness and enhances local disaster response capacity.

The policy may be revised as needed to reflect changes in resources, technology, or community priorities. Active participation and support from all stakeholders are critical for sustaining MYN's success.

How to Join MYN Flow Chart



MAP YOUR NEIGHBORHOOD - MYN

WITH THANKS TO WASHINGTON STATE EMERGENCY MANAGEMENT, PUBLIC EDUCATION



BUILDING AND STRENGTHENING DISASTER READINESS
AMONG NEIGHBORS

REMEMBER...

Immediately following disasters, follow the 9 steps described in this booklet.

MANHATTAN BEACH



ASSOCIATION

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Manhattan Beach, CA 90266

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Fire Station 1
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Fire Station 2
1400 Manhattan Beach Boulevard
Manhattan Beach, CA 90266

INTRODUCTION TO MAP YOUR NEIGHBORHOOD (MYN)

In a disaster, our most immediate source of help are the neighbors living around us.

In this handout you will:

1. Learn the first 9 steps to take immediately following a disaster to secure your home and to protect your neighborhood.

It is hard to think clearly following a disaster. These steps will help you quickly and safely do things that really help.

2. Identify three skills and equipment each neighbor has that are useful in an effective disaster response.

Knowing which neighbors have supplies and skills helps your disaster response be timely, and allows everyone to contribute to the response in a meaningful way.

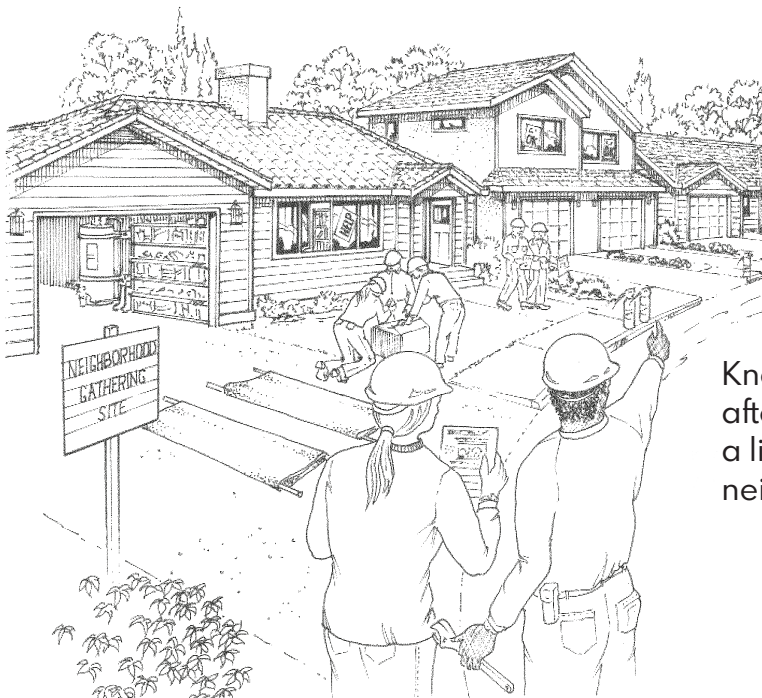
3. Create a Neighborhood Map showing the locations of:

- Each natural gas meter and propane tank,

About 67% of house fires following disasters are caused by leaking gas. Knowing where these meters are and shutting them off helps eliminate this threat.

- Each neighbor who is elderly, who has a disability, and where children are who may be home alone at certain hours of the day.

Checking on neighbors vulnerable to injury and trauma helps protect them from going into shock, and helps ensure that everyone is okay.

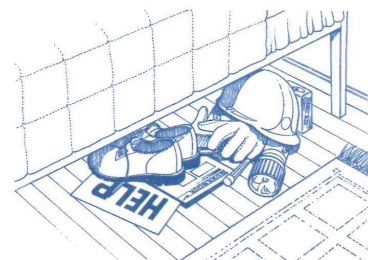


Knowing what to do in the first hours after a disaster may help you save a life, reduce injury, and decrease neighborhood damage.

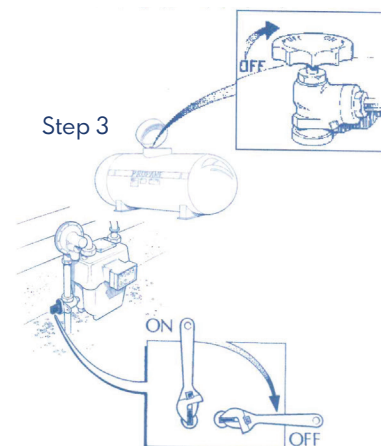
9 STEPS IMMEDIATELY FOLLOWING DISASTER

AT HOME...

- Step 1: **Take care of your loved ones.**
- Step 2: **Protect your head, feet and hands.** A bicycle helmet or hard hat protects from falling debris. Sturdy shoes protect from broken glass. Leather gloves protect from sharp objects.
- Step 3: **Check the natural gas or propane at your home.** Shut off if necessary. This is one of the best ways to prevent fire.
- Step 4: **Shut off water at the house main valve** to trap water in your home and to keep pollutants out of possible drinking water, like that in your water heater.
- Step 5: **Place the Help or OK sign** (see back page) on your front door or window. Posting the sign helps your neighbors locate those who need help first.
- Step 6: **Put your fire extinguisher on the sidewalk** or where your neighbors can see it. This way, if a neighbor has a small fire after a disaster, extinguishers are immediately available.



Step 2: Keep these under your bed.

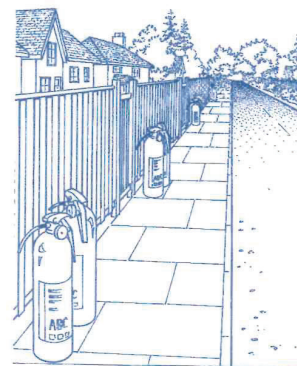


Turn the valve ¼ turn to shut off the gas. NEVER turn it back once it has been turned off.

WITH NEIGHBORS...

- Step 7: **After Steps 1-6 are completed, go to the Neighborhood Gathering Site.** (The following page will help you choose this location.)

Write your Neighborhood Gathering Site location here:



Step 6

- Step 8: Form Teams at the Neighborhood Gathering Site:
- TEAM 1 will listen to the Emergency Alert System (AM/FM radio), or to a NOAA Weather Radio and keep neighbors informed of what they learn.
 - TEAM 2 will check on neighbors who are elderly, those with disability, or children who may be home alone.
 - TEAM 3 will check all natural gas meters and propane tanks, and shut off the gas as necessary.
 - TEAM 4 will check on all homes with the "Help" card displayed on the front door or window, or with no card showing. Be prepared to give first aid. Trust your instincts; something feels unsafe, stay out.
- Step 9: After your Team has completed its work, go back to the Neighborhood Gathering Site. Share what you have done with the rest of your neighbors.

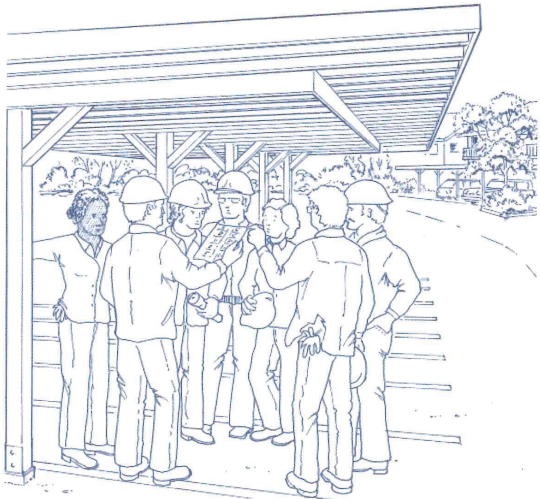
Contact Information:

NEIGHBORHOOD GATHERING SITE AND CARE CENTER

NEIGHBORHOOD GATHERING SITE:

Come to the Neighborhood Gathering Site after you have completed Steps 1-6 of “9 Steps Immediately Following Disaster.” Coming here will help you organize an effective neighborhood response, and reduce confusion.

The Neighborhood Gathering Site is at someone’s home, though not inside because it is important that it is easily seen. The visibility will help remind everyone that they should come here. A large front porch, a covered carport, or an open garage will protect you from rain or snow.

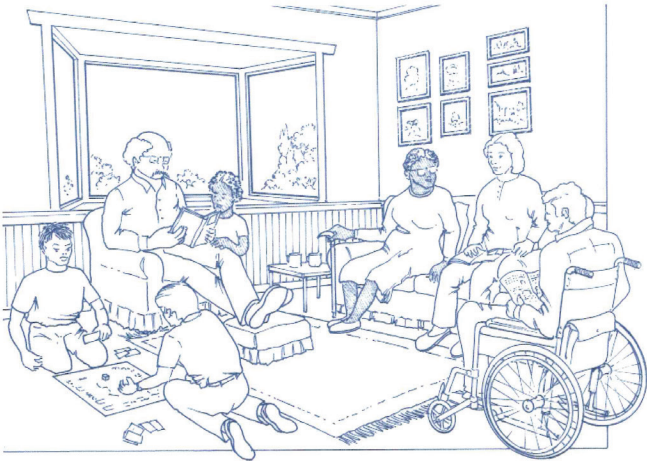


**Write your Neighborhood Gathering Site here
(also write this location on the previous page):**

NEIGHBORHOOD CARE CENTER:

A Neighborhood Care Center is inside someone’s home. It is a place where children, those who are elderly, and those with a disability can be brought so they are not alone and can be given care.

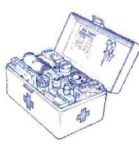
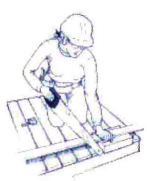
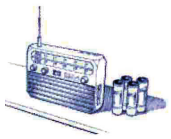
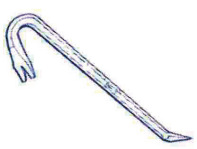
**Write your Neighborhood Care Center
location here:**



NEIGHBORHOOD SKILLS AND EQUIPMENT INVENTORY

Who knows what? Who has what? Who can do what?

Write the names of neighbors with these skills/knowledge and equipment/supplies:

SKILLS / KNOWLEDGE	EQUIPMENT / SUPPLIES
FIRST AID SKILLS	FIRST AID SUPPLIES 
CHILD CARE SKILLS 	TENTS/SPARE BEDDING
ELDER CARE SKILLS	CHAIN SAW
SEARCH AND RESCUE SKILLS	GENERATOR
CRISIS COUNSELING SKILLS	FIRE EXTINGUISHER
PLUMBER SKILLS	CAMP STOVE
CARPENTER SKILLS 	NOAA WEATHER RADIO 
ELECTRICIAN SKILLS	WALKIE-TALKIE
FIREFIGHTING SKILLS	LADDER
MILITARY/SERVICE SKILLS	CROWBAR 
HAM OPERATOR	STRONG ROPE
LANGUAGE SKILLS	LIGHTING
COORDINATING AND ORGANIZATIONAL SKILLS	

GUIDELINES FOR NEIGHBORHOOD MAPPING

These guidelines will help you sketch a neighborhood map (create the sketch on the following page).

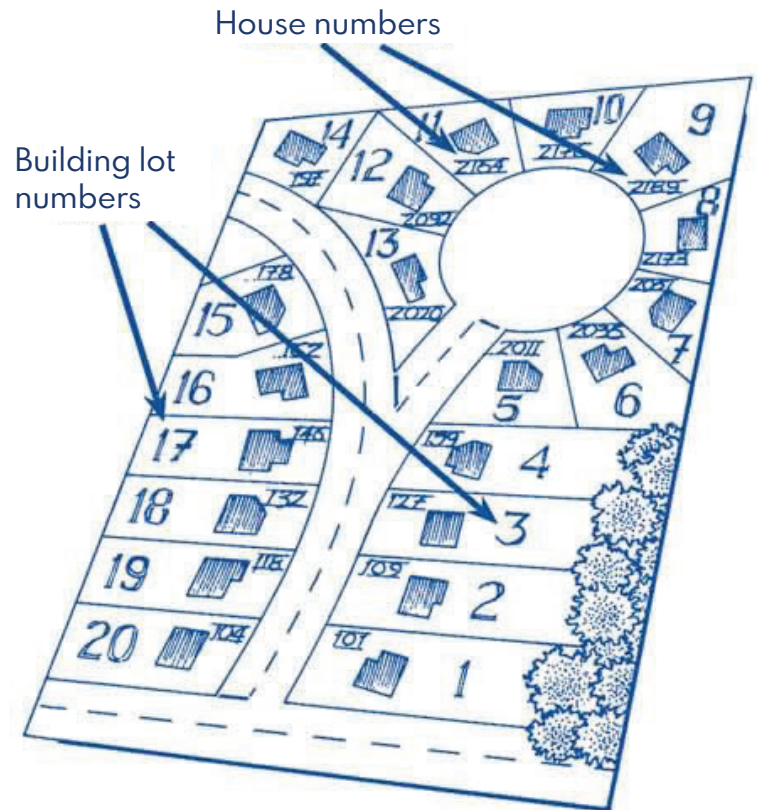
FIRST:

Sketch the basic layout of your neighborhood.

- Include streets, building lots, and houses.
- Include house numbers.

SECOND:

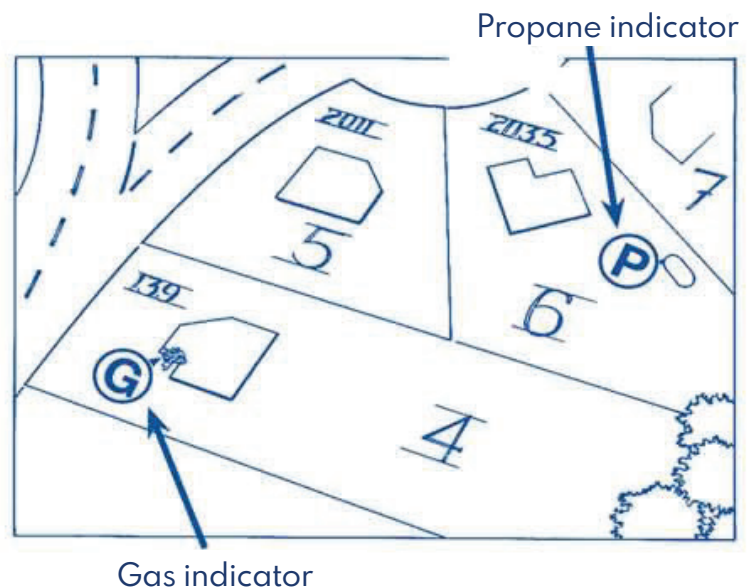
- Number the building lots in order. This will allow you to easily match each house to the information on the Contact List (see FOURTH step).



THIRD:

Mark the exact location of each natural gas meter or propane tank on your map.

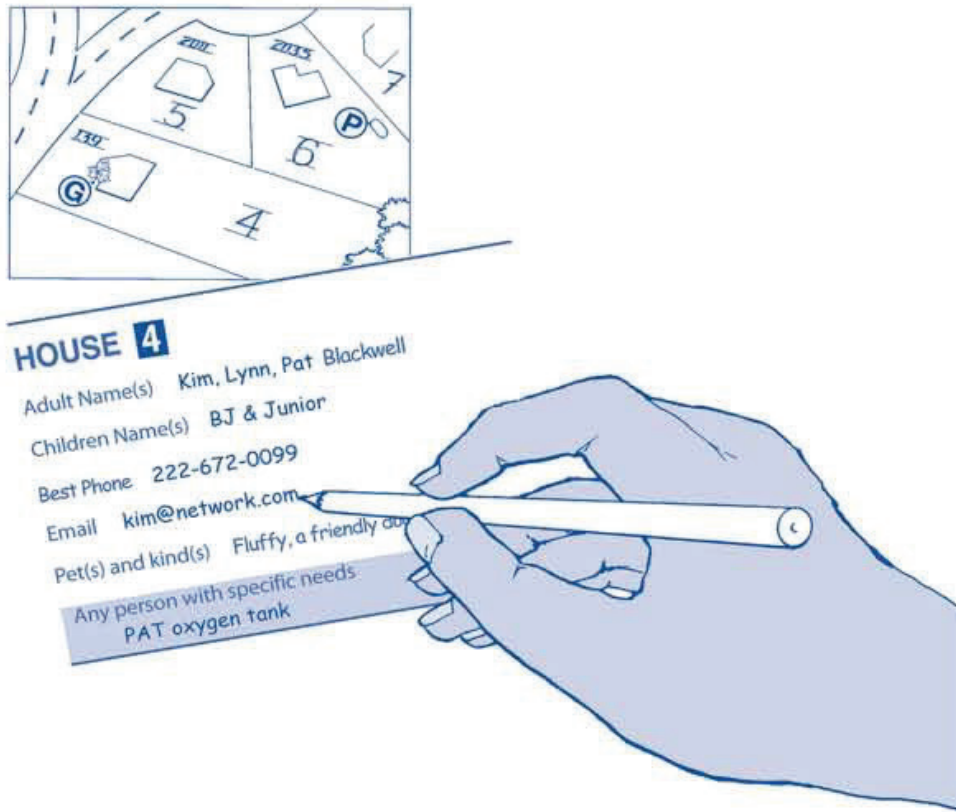
- Explain the location of your gas meter to your neighbors. For example, “behind the lilac bush on the front corner of the house.”
- Suggestion: At the end of the meeting, walk your neighborhood and find each meter. It will help to see where each meter is located.



NEIGHBORHOOD SKILLS AND EQUIPMENT INVENTORY

FOURTH:

- In the tinted box on the Contact List, write names of those who may need extra help during disasters (neighbors who are elderly, neighbors with disabilities, and children who may be home alone at certain hours of the day).
- Match **1** on contact list with the lot that you numbered “1,” match **2** with the lot that you numbered “2,” match **3** with “3,” match **4** with “4,” etc.



**IN THE NEXT 48 HOURS,
COMPLETE THE CONTACT LIST AS SHOWN ABOVE.**

YOUR NEIGHBORHOOD MAP

Draw the layout of streets, building lots and houses (see previous “Guidelines for Neighborhood Mapping”). Number building lots in order: Mark exact locations of gas meters and propane tanks.

A large grid of 30 columns and 30 rows, intended for drawing a neighborhood map. The grid is composed of small squares, each representing a building lot. The grid is empty, with no lines or markings drawn on it.

YOUR NEIGHBORHOOD CONTACT LIST

HOUSE 1

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 6

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 11

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 2

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 7

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 12

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 3

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 8

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 13

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 4

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 9

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 14

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 5

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 10

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 15

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

YOUR NEIGHBORHOOD CONTACT LIST (CONTINUED)

HOUSE 16

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 21

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 26

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 17

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 22

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 27

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 18

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 23

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 28

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 19

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 24

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 29

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 20

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 25

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 30

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

BEFORE THE DISASTER

Put two band aids in this booklet and put the booklet under your bed,
along with your sturdy shoes, hard hats, and leather gloves.

AFTER THE DISASTER

Use the band aids to hang this card on the front door or a window so it is visible from the street.

REFuge



WASHINGTON EMERGENCY MANAGEMENT
PUBLIC EDUCATION

Check these
houses first:
"No Card"
and "Help"



Check
these
houses
later to
make
sure they
are fine.

OK